



PhotoAlbum

USER MANUAL

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Content

1	PREFACE	3
1.1	PURPOSE OF THIS DOCUMENT	3
1.2	ASSUMPTIONS	3
2	ABOUT PHOTO ALBUM	4
3	ADMIN INTERFACE	5
3.1	ADD PHOTO ALBUM MODULE	6
3.2	PUBLISH MODULE	7
3.3	MANAGE MODULE	7
3.4	SHOW IN ALL PAGES	8
3.5	HIDE MODULE	8
3.6	DELETE MODULE	8
3.7	ADD PHOTO ALBUM	8
3.7.1	HOME	9
3.7.2	PHOTO	9
3.7.2.1	Manage Album	9
3.7.2.2	Add New Photo	12
3.7.2.3	Manage Photos	13
3.7.2.4	Upload Multiple Images	16
3.7.3	SETTING	17
4	USER INTERFACE	20
4.1	SEARCH	21
4.2	SLIDE SHOW	22

1 Preface

This preface describes the document. The preface contains the following sections:

Section	Page
Purpose of this Document	3
Assumptions	3

1.1 Purpose of this Document

The purpose of this document is to provide the fundamental skills necessary to productively use the photo album module. This document contains descriptions of definitions used in the system as well as in the document and a functional usage guide for the photo album module. This document is designed to provide a comprehensive, step-by-step introduction to each of the functions of the photo album module.

1.2 Assumptions

This guide assumes you are using a mouse. At times, based on personal need or circumstances beyond your control, you may need to use the keyboard.

It is assumed you are using a right-handed mouse, so the left button is the primary button. When asked to click or double click, you should use the left mouse button. If you are left-handed use the Control Panel in Windows to reverse the primary key to the right mouse button. Refer to the Microsoft Windows documentation for additional information.

The photo album is clear and simple to operate. You do not need to learn several confusing concepts or possess any additional technical skills to work with the photo album. Of course, you will need to be familiar with the graphical user interface and web browser. However, if you're not accustomed to working with a web browser, mouse, windows, icons, and the other elements of a graphical environment, refer to the tutorial or reference manual for your operating system.

2 About Photo Album

The **Photo Album** is simple and easy-to-use photo gallery with search capabilities. The Photo Gallery is created for those who want to share photos on their website with thumbnail views, full-size images, slideshows, searches, and sorting into albums. In the photo album, photos can be stored in user defined albums, customizable slide shows for each album can be viewed.

The photo album can work in two interfaces: **User Interface** and **Admin Interface**. In User interface, the user can view photo albums created by admin. User can view slide show of album and search for particular photo. The admin can create different albums and add photos in the album, set the cover page, etc.

3 Admin Interface

This chapter describes the **Photo Album Module – Admin Interface** from the perspective of operational and functional use. Admin can choose to display album and photo name, dates, and descriptions, set up Albums in Photos, manage albums then assign photos to albums, multiple deletions or activation/deactivation of available photos, set display for slide shows.

The chapter includes the following sections:

Section	Page
Add Photo Album Module	6
Publish Module	7
Manage Module	7
Show in All Pages	8
Hide Module	8
Delete Module	8
Add Photo Album	8
Home	9
Photo	9
Setting	17

3.1 Add Photo Album Module

To add the **Photo Album** module to the website:

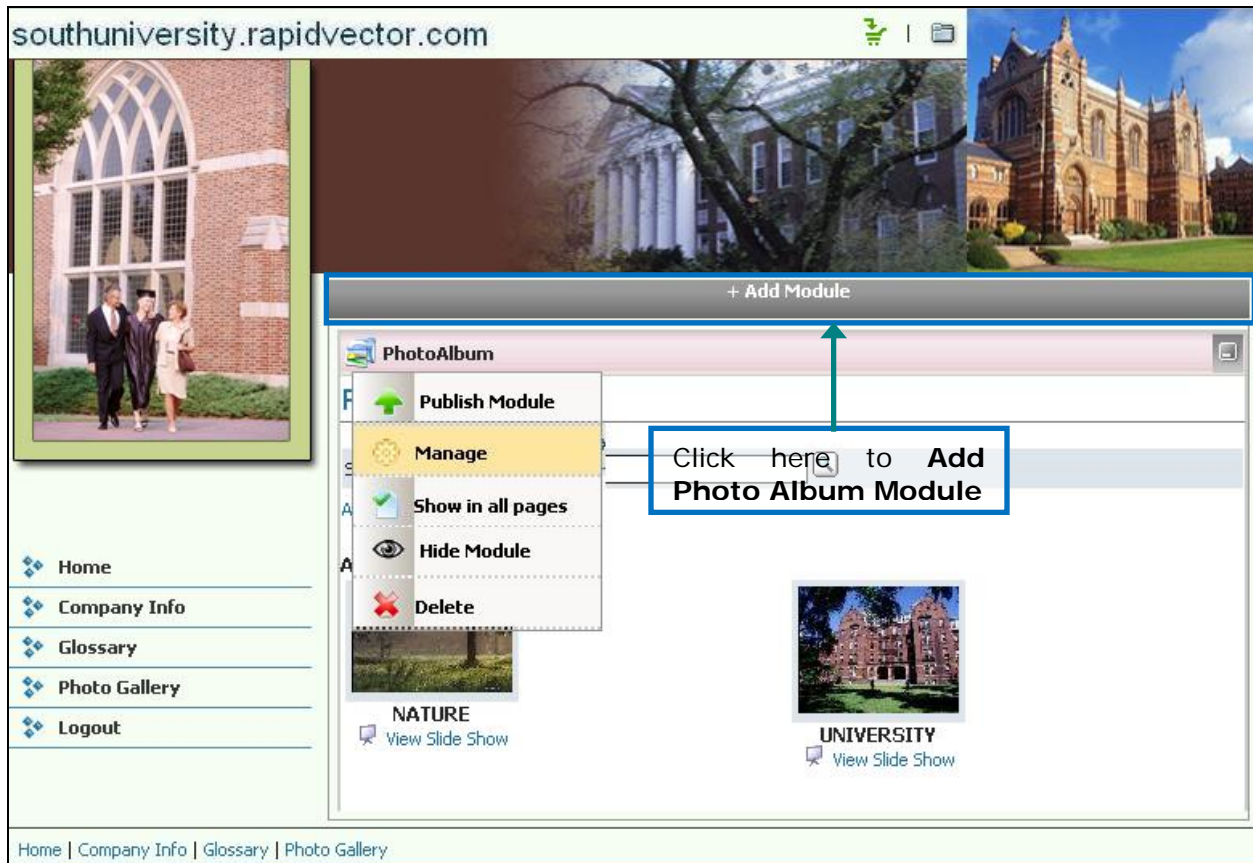


Figure 1 – Add Module

- Click on **Add Module** button. **Add Module** screen will open

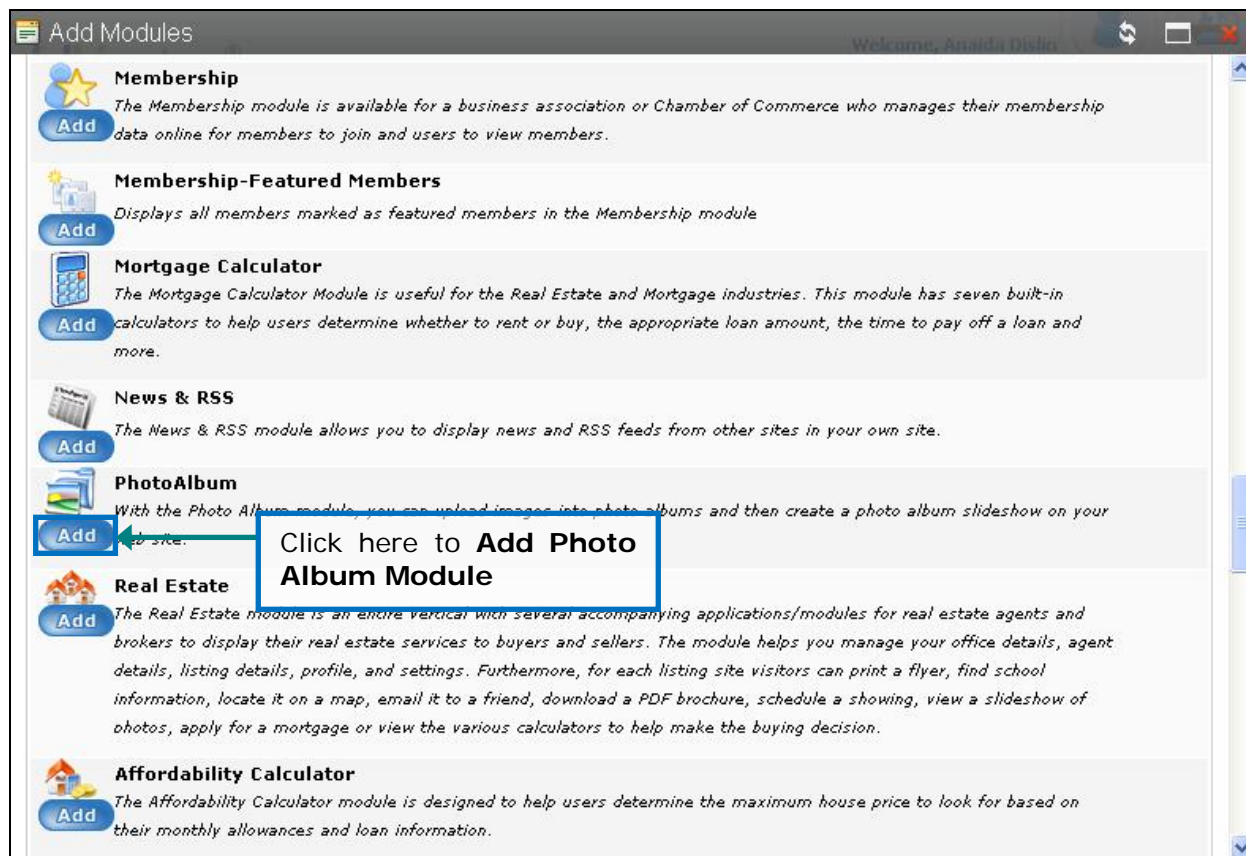


Figure 2 – Add Photo Album Module

- Click on **Add** button provided next to Photo Album to add module on the page
- Once you add the module to the page, mouse-over on photo album icon. Module Functions list will open.

3.2 Publish Module

Click on **Publish Module** button from the dropdown list to publish module. Only once you have published the module, will it then be visible on the user side. After publishing the module **Publish Module** button will not be available in the dropdown list.


3.3 Manage Module

Click on **Manage** button from the dropdown list to edit module.


Note:

Please refer to "Section: 3.7 - Add Photo Album" for more details on creating albums and adding photos in the album.


3.4 Show in All Pages

Click on  **Show in all pages** button from the dropdown list. Module will be added to all page of the site. Click on button to reverse the effect.


3.5 Hide Module

Click on  **Hide Module** button from the dropdown list. Module will be hidden. Click on button to reverse the effect.

3.6 Delete Module

Click on  **Delete** button from the dropdown list to delete module from the site. **'Are you sure you want to delete this Module?'** message will appear. Click on **Ok** button to delete module other wise click on **Cancel** button.

3.7 Add Photo Album

Click on  **Manage** button from the dropdown list of **Photo Album** module. **Small Photogallery** screen will open. **Photo Gallery** is divided into three simple steps:

- Home
- Photo
- Setting.

3.7.1 Home

Home tab provides a brief introduction to what the photo album is and what different features are available.

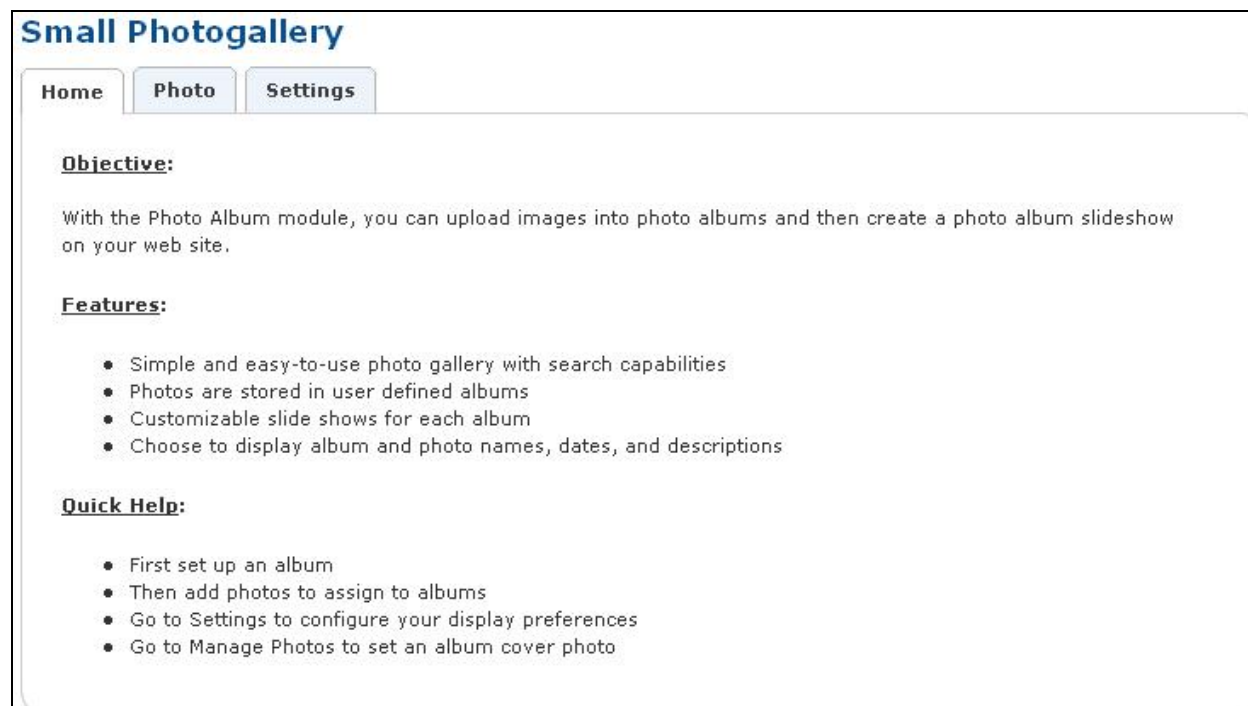



Figure 3 – Home

3.7.2 Photo

Photo tab allows the admin to add a new photo and album and manage existing photo and album. You can perform the following functions from the Photo tab:

- Manage Albums
- Add New Photo
- Manage Photos
- Upload Multiple Images.

3.7.2.1 Manage Album

Manage Album allows you to add, edit or delete the photo albums. From the **Photo** tab select  **Manage Albums** button from the list. **Manage Albums** screen will open. A list of all albums will appear in **Manage Albums** screen. You can perform the following functions from the Manage Albums:

- View Album List
- Add Album

- Edit Album
- Change Status of Album
- Delete Album.

Small Photogallery

Home Photo **Settings**

Manage Albums

Album Name:* Tour

Description: Album of University tour to scotland

Click here to **Save** album

Save Reset

Click here to **Reset** changes

Click here to **View** quick help for the field

Click here to change status

<input type="checkbox"/>	Album Name	Up	Down	No. of Photo	Status	Edit	Delete
<input type="checkbox"/>	Nature		▼	4	●		
<input type="checkbox"/>	University	▲	▼	7	●		
<input type="checkbox"/>	Tour	▲		0	●		

Click here to **Edit** album

Click here to **Delete** album

Click here select album and click to **Delete Selected Albums**

NOTE

- Green Icon ● shows that Album is active. To deactivate Album click on icon.
- Red Icon ○ shows that Album is inactive. To activate Album click on icon.
- To edit details of Album click Edit icon next to its name.
- To delete a single Album click Delete icon next to its name.

Figure 4 – Manage Albums



View Album List

You can view list of all added albums from the manage albums. From the album list you can view album name, number of photos in the album, status of the album. You can move albums up-down by clicking on arrow keys.


Add Album

From the manage album you can add a new photo album.

- To add a new photo album, Enter **Album Name** in text box. It is a **Mandatory** field
- Enter the **Description** of album in text box
- Click on button to view quick help for the fields
- Click on album name, no. of photos and status header to sort the album list

- Click on  button to add new album in the list
- Click on  button to clear the data from all the fields.





Edit Album

Click on  button provided for editing currently available photo album. The details of appropriate album will appear in their respective fields.



- Make required changes
- Click on  button to save changes.

Change Album Status

When you add new album by default its status is active. To change the album status:

- **Inactive Album:**
 - Click on  to inactive the album
 - **"Are you sure you want to Deactivate selected Albums?"** message will appear
 - Click **OK** button to inactive the album otherwise click on **Cancel** button
 -  will appear. Album status will be inactive
- **Active Album:**
 - Click on  to active the album
 - **"Are you sure you want to Active selected Albums?"** message will appear
 - Click **OK** button to active the album otherwise click on **Cancel** button
 -  will appear. Album status will be active.

Delete Album

- Click on  button provided for deleting the photo album from the list
- Alternatively, click on check box provided for deleting selected album
- Click on check box provided in header row to select all albums to delete
- Click on  button to delete selected albums
- **"Are you sure you want to delete selected Albums?"** message will appear
- Click **OK** button to delete the album otherwise click on **Cancel** button.

Note:

If album contains a photo then you will not be able to delete that album. "Can not delete. Album contains one or more photos." Message will appear.

3.7.2.2 Add New Photo

Add New Photo allows you to add a new photo in the album. From **Photo** tab select  Add New Photo button from the list. **Add/ Edit Photos** screen will open.

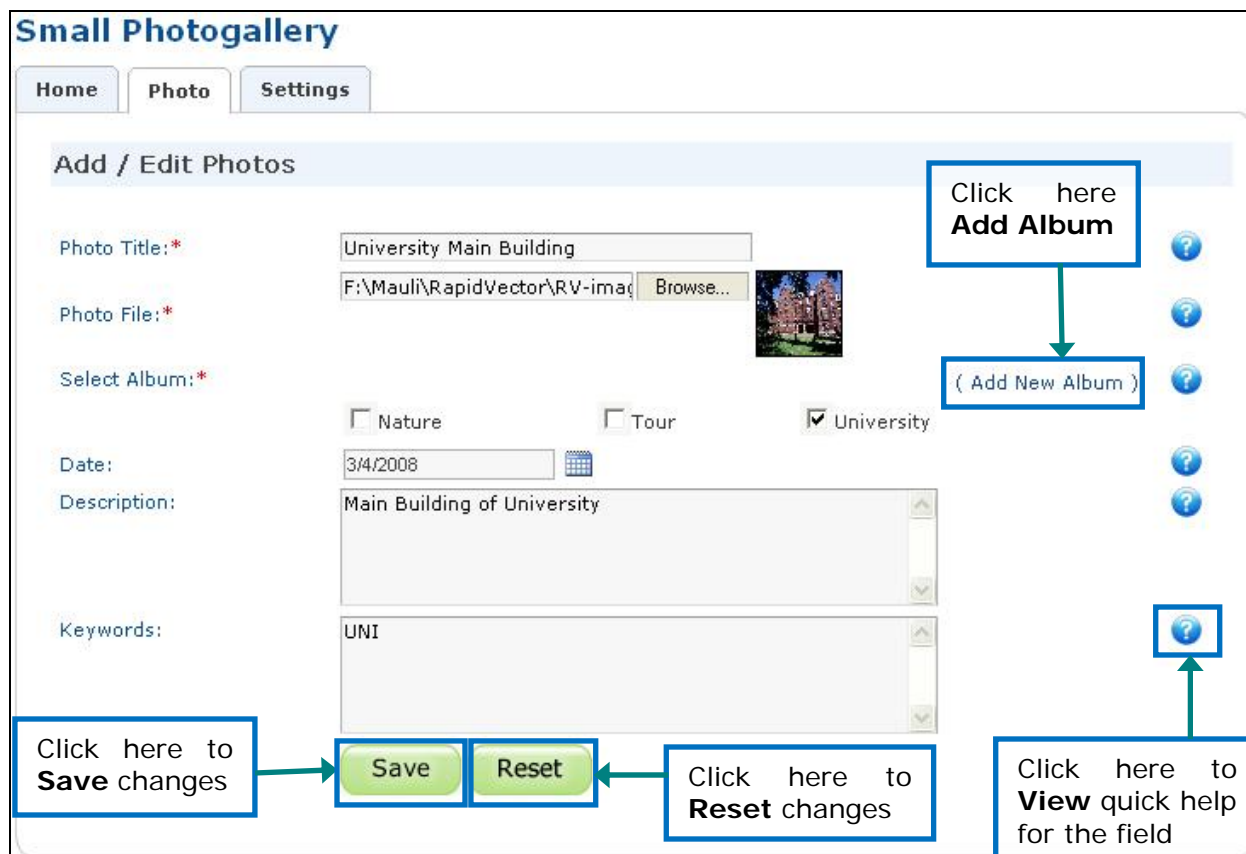






Figure 5 – Add Photo

Field	Description	Field Type
Photo Title	<ul style="list-style-type: none"> Enter the photo title 	Mandatory
Photo File	<ul style="list-style-type: none"> Click on Browse button to select the photo. Selected photo's preview will appear 	Mandatory
Select Album	<ul style="list-style-type: none"> Click on check box to select the albums to add photo Click on Add New Album link to add new album. Manage Album screen will appear <p>Note: Please refer to "<i>Section: 3.7.2.1 - Manage Album</i>" for more details on managing photo album.</p>	Mandatory
Date	<ul style="list-style-type: none"> Select the date from the calendar. By default current date will appear 	Optional
Description	<ul style="list-style-type: none"> Enter the photo description 	Optional
Keywords	<ul style="list-style-type: none"> Enter the photo keywords 	Optional

- Click on  button to view quick help for the fields
- Click on  button to save the photos in the album. **"Photo saved successfully."** Message will appear
- Click on  button to clear the data from all the fields.

3.7.2.3 Manage Photos

Manage Photos allows the admin to manage existing photos. From **Photos** tab select  **Manage Photos** button from the list. **Manage Photos** screen will open. You can perform the following functions from Manage Photos:

- View Photos list Album wise
- Edit Photo Details
- Set as Cover Page
- Change Photo Status
- Delete Photo.


Small Photogallery

Home Photo Settings




































Manage Photos

Album Name: University ← Select **Album Name** from the list

Description:

 Click here **Add Photo**

Make Active Make Inactive ← Click here change the status and activate/deactivate photos Add Photo

<input type="checkbox"/>	Photo	Title	Up	Down	Cover Photo	Status	Edit	Delete
<input type="checkbox"/>		Main Building		▼				
<input type="checkbox"/>		Entrance	▲	▼				
<input type="checkbox"/>		University Location	▲	▼				
<input type="checkbox"/>		Library	▲	▼				
<input type="checkbox"/>		Faculties	▲	▼				
<input type="checkbox"/>		Campus	▲	▼				
<input type="checkbox"/>		Class Room	▲					










Click here to select photo Click here to on relevant button to move photos up-down, set cover photo, change status, edit/delete photo

Figure 6 – Manage Photos


View Photo Album Wise

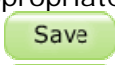

You can view photo list album wise. Select **Album Name** from the dropdown list. Photos of selected album will appear. From the manage photos screen you can view photo, title, and status of the photo. You can change the status of photo, edit/delete photo and set the cover page of album. You can move photos up-down by clicking on arrow keys.

- Click on **Add Photo** link to add more photos


- **Pagination (Next – Previous):** Site shows number of pages at bottom of the screen. If numbers of pages are more than one, then it will appear   **1 2 3 4..**   buttons to move around the pages. It will show viewing page at bottom of the page
 - Click on page number to go on particular page
 - Click on  button to view the next page
 - Click on  button to view last page
 - Click on  button to go back to the previously viewed page
 - Click on  button to go to first page
 - Alternatively. Enter the page number in **Go to Page** text box and click on  button to go to particular page.

Edit Photo Details

Click on  button provided for editing the photo details. Photo details will open in edit mode with details filled exactly same as when photo was added.





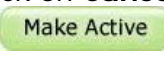

- Make appropriate changes
- Click on  button to update the changes
- Click on  button to clear changed data from all the fields.

Set as Cover Page


To set the photo as a cover page of the album, click on  button provided next to the photo. Selected photo will appear as first page of the album.

Change Photo Status


When you add new photo by default its status is active. To change the photo status:

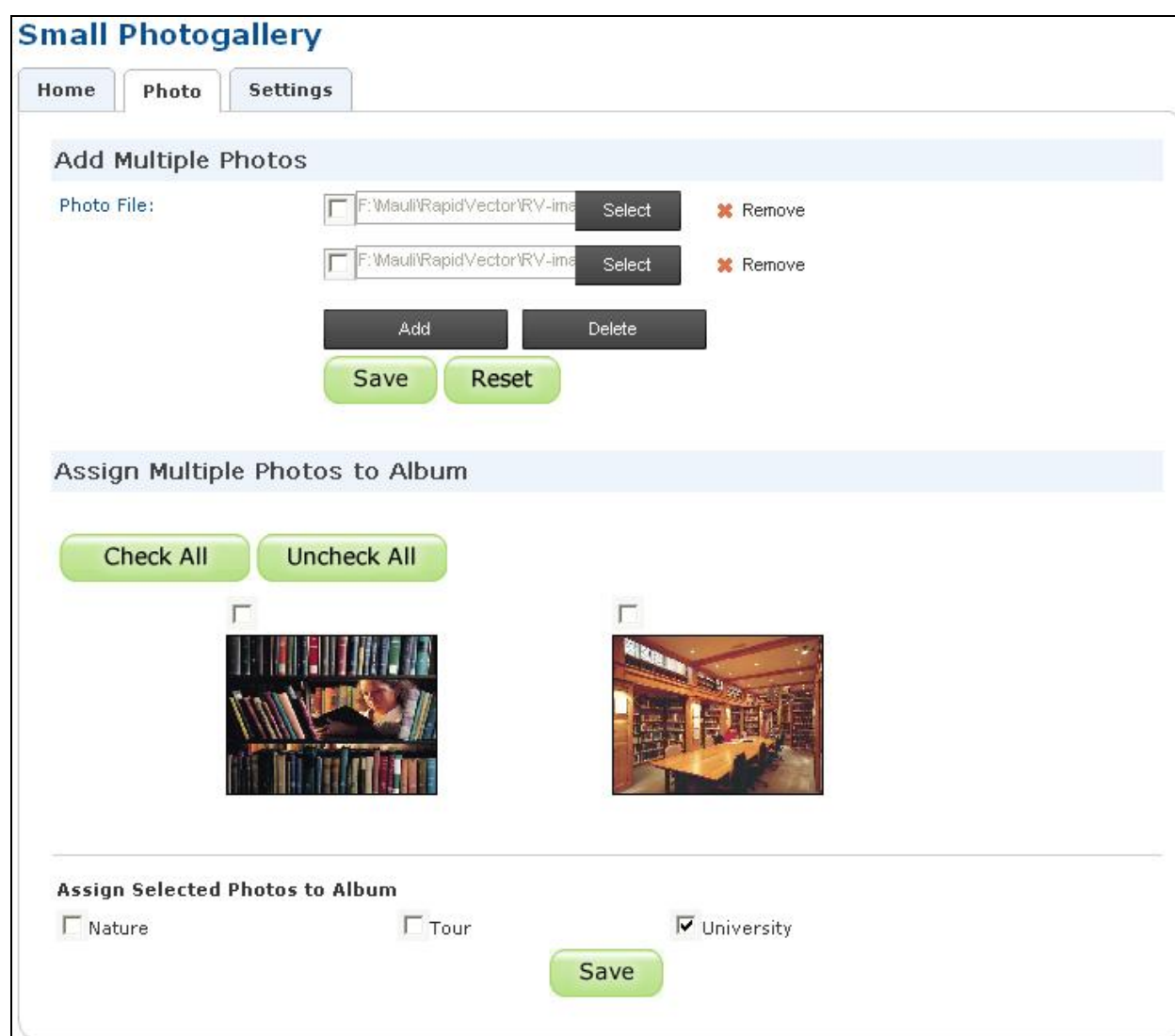
- **Inactive Photo:**
 - Click on  to inactive the photo
 - **“Are you sure you want to change status for this photo?”** message will appear
 - Click **OK** button to inactive the photo otherwise click on **Cancel** button
 - Alternatively, click on check box and click on  button to inactive the photo
 - Click on check box in header row to select all photos
 -  will appear. Photo status will be inactive
- **Active Photo:**
 - Click on  to active the photo
 - **“Are you sure you want to change status for this photo?”** message will appear
 - Click **OK** button to active the photo otherwise click on **Cancel** button
 - Alternatively, click on check box and click on  button to active the photo
 - Click on check box in header row to select all photos
 -  will appear. Photo status will be active.

Delete photo

- Click on  button provided for deleting the photo from the list
- **"It will remove this photo from all Albums. Are you sure you want to delete this photo?"** message will appear
- Click **OK** button to delete the photo otherwise click on **Cancel** button. It will delete photo from all albums.

3.7.2.4 Upload Multiple Images

Upload Multiple Images allows the admin to add more than one photo at a time. From **Photos** tab select  Upload Multiple Images button from the list. **Add Multiple Photos** screen will open. From add multiple photos you can add unlimited images at once.





The screenshot displays the 'Small Photogallery' interface with three tabs: Home, Photo, and Settings. The 'Photo' tab is active.

Add Multiple Photos section:

- Photo File: F:\Mauli\RapidVector\RV-images
- Photo File: F:\Mauli\RapidVector\RV-images
-
-




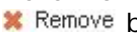


Assign Multiple Photos to Album section:

-
-  



Assign Selected Photos to Album section:

- ☐ Nature ☐ Tour ☒ University
-


Figure 7 – Add Multiple Photos

- To add more select box click on  button
- To select image click on  button
- To delete select box click on check box and click on  button. Alternatively, click on  button
- Click on  button to add photos. All photos will be shown
- Click on  button to reset the changes.

Assign Multiple Photos to Album

- Selected photos will be shown on the screen
- Click on check box to select photos. Alternatively, to select all photos click on  button
- To deselect all photos click on  button.

Assign Selected Photos to Album

- List of all albums will be shown on the screen
- Click on check box to select albums to assign selected photos to album
- Click on  button to save changes.

3.7.3 Setting

Setting tab allows the admin to manage the slide show at user side. The admin can add/remove slide show, set the rotation type and pauses, set image per page and row, set the display items, etc.

Small Photogallery

Home Photo **Settings**

Setting

Slide Show: Active ?

Slide Pause: 7000 ?
[Pause between slides in milliseconds.]

Pause On Mouse Over? ☒ ?

Display Items:

- ☒ Photo Caption ?
- ☒ Date ?
- ☒ Description ?
- ☒ Search ?
- ☒ Breadcrumbs ?

Set image limit per page: 25 ?

Set image limit per Row: 5 ?

Set album limit per Row: 4 ?

Thumbnail: Height: 124 Width: 100 ?

Cover Photo: Height: 100 Width: 100 ?




Big Image: Height: 500 Width: 400 ?

Click here to **Save** changes → Save Reset ← Click here to **Reset** changes

Click here to **View** quick help for the files

Figure 8 – Settings

Field	Description	Field Type
Slide Show		
Slide Show	<ul style="list-style-type: none"> Select active or inactive from the dropdown list to enable/disable slide show at user side 	Mandatory
Slide Pause	<ul style="list-style-type: none"> Select the milliseconds from the dropdown to set pause between two slides 	Mandatory
Pause On Mouse Over?	<ul style="list-style-type: none"> Click on check box to enable pause on mouse over. It will pause the slide show when mouse will be moved on the slide show 	Optional
Display Items		
Display Items	<ul style="list-style-type: none"> Click on check box to show items at user side You can display photo caption, date, description, search and/or breadcrumbs 	Optional
Set image limit per page	<ul style="list-style-type: none"> Enter number of images to show per page 	Optional
Set image limit per row	<ul style="list-style-type: none"> Enter number of images to show per row 	Optional
Set album limit per row	<ul style="list-style-type: none"> Enter number of album to show per row 	Optional
Thumbnail	<ul style="list-style-type: none"> Enter height and width of thumbnail 	Optional
Cover Photo	<ul style="list-style-type: none"> Enter height and width of cover photo 	Optional
Big Image	<ul style="list-style-type: none"> Enter height and width of big image 	Optional

- Click on  button to view quick help for the fields
- Click on  button to save the settings. **"Settings saved successfully."** Message will appear
- Click on  button to clear changes.

4 User Interface

This chapter describes the **Photo Album Module – User Interface** from the perspective of operational and functional use.

Once the admin adds photos from the admin side after publishing the module, it will appear on the user side. Users can search, view and photos slide show album wise. Once user go to the gallery page list of all albums will appear with thumbnail view. It will show album name. The thumbnail view of cover photo of album will appear. Click on cover page to view all photos of album. Click on photo to view full size photo. You can view slide show if it is enable. Once you open the album all photos with name, short description and date will appear.



Figure 9 – User Side

4.1 Search

User can search album and photo from here. Select the album name from the dropdown list. Enter the keyword to search photo or album. Click on **Go** button to find particular photo or album. Search result will appear.

On clicking **Cover Photo**, the list of Photos of that album will appear. From here also user can view the slide show. It will show the photo detail according to the settings, which was done by the admin like date, photo caption, description, breadcrumb, etc.

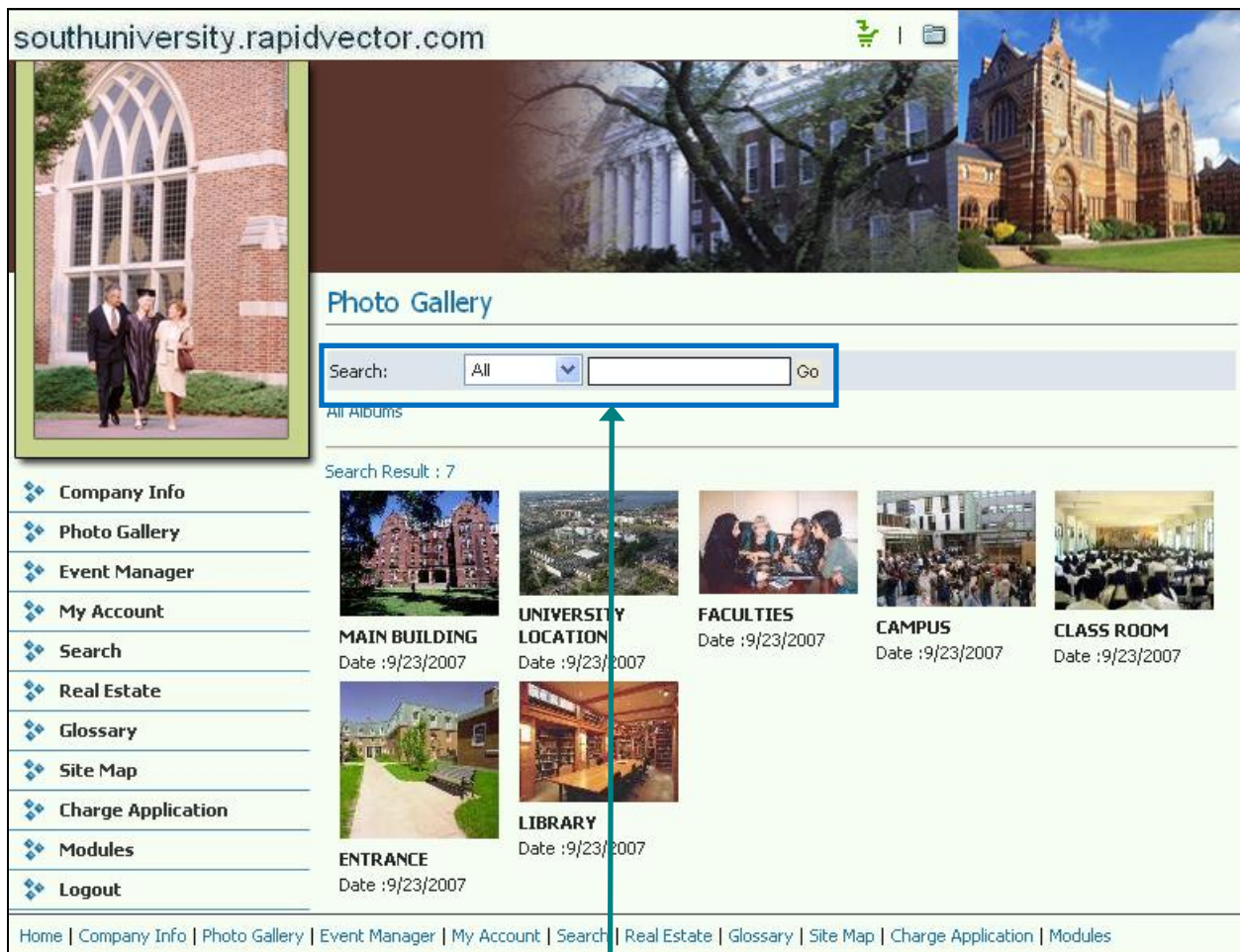


Figure 10 – User Side: Search Album/Photo

Select album name and/or
enter keyword and click to
Search album/photo

4.2 Slide Show

If the admin has enabled slide show, then user side **View Slide Show** link will appear. Click on link to view slide show of album. Album will open in new window.

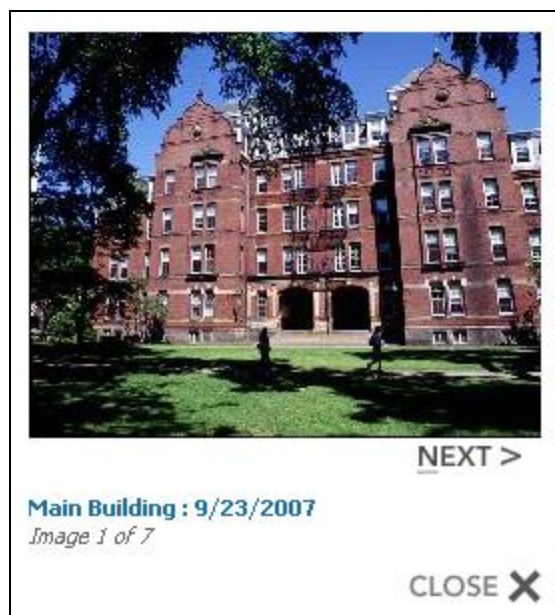


Figure 11 – User Side: Slide Show

According to selected rotation style, slide show will be started. On mouse-over the image, the slide show will be paused. This will happen only if the admin has selected the option. You can view image name and number of image.

- Click on **Pause||** to stop the auto run slide show
- Click on **<Prev** to go to previous photo
- Click on **Next>** to go to next photo
- Click on **CloseX** to close slide show.